

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: May 3, 2013

LEAVE ACCOUNTING LETTER #13-005

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services DivisionRE: **LEAVE ACCOUNTING TRAINING FALL 2013 SEMESTER ENROLLMENT**

This memo provides the latest information regarding the State Controller's Office (SCO), Personnel/Payroll Services Division's California Leave Accounting System (CLAS) training classes for July through December 2013. To enhance our customer service, we plan to evaluate training needs on a statewide basis. Therefore, your participation in our Needs Assessment will help us determine those needs and plan accordingly.

### **TRAINING ENROLLMENT**

Enrollment priority will be given to new Personnel Specialists/CSU Payroll Technicians who meet class prerequisites. We are aware that circumstances may exist that necessitate enrollment for specialists/technicians who do not meet these requirements or for employees such as Office Technicians (OT) or Staff Services Analysts (SSA). When enrolling employees in classifications other than Personnel Specialists/CSU Payroll Technicians (e.g., OT, SSA), please contact the appropriate instructor who will work with you to accommodate your needs.

On Friday, May 10, 2013, a Needs Assessment form will be electronically distributed to all CLAS agencies/campuses. To create an equitable process for all agencies/campuses, we request that the agency/campus Training Coordinator complete the form and return it no earlier than 8:00 a.m. on Wednesday, May 22, 2013, and no later than the close of business on Wednesday, May 29, 2013. Please return the form to the SCO Training Administrator at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) or via fax at (916) 324-7293. Please note that no phone calls will be accepted in lieu of this procedure.

Based on the results of the Needs Assessment, in July 2013 the CLAS Fall and Winter Training Schedule will be announced via email, and the SCO Training Administrator will begin contacting each agency/campus Training Coordinator in the order that the Needs Assessment forms were received.

### **CONFIRMATION OF ENROLLMENT**

Each scheduled enrollee and the agency/campus Training Coordinator will receive an electronic mail confirmation letter approximately 30 days prior to the class date. This letter will contain important enrollment information including class dates, duration of the class, time and location.

## **CANCELLATION REQUIREMENTS**

To cancel an enrollee, contact the SCO Training Administrator at (916) 322-0683, via e-mail at [ppsctraining@sco.ca.gov](mailto:ppsctraining@sco.ca.gov), or via the California Relay Service at (800) 735-2929 (TTY) no later than two weeks before the class. It is important that the “two weeks before” guideline be followed so that other employees have an opportunity to enroll in the vacated spot.

## **SPECIAL NOTE ON COST**

The CLAS training services offered **do not** include a \$100 late cancellation/no-show fee, nor a \$25 charge per trainee for classes held outside of Sacramento. These fee policies apply only to Statewide Training services (e.g., Workers’ Compensation Documentation, PAR Documentation, Salary Determinations).

## **ENROLLMENT SUBSTITUTIONS**

Only Personnel Specialists/CSU Payroll Technicians who meet the prerequisites are allowed to substitute for a specialist/technician who is unable to attend the program. When substituting other than Personnel Specialists/CSU Payroll Technicians (e.g., OT, SSA), please contact the appropriate instructor for approval.

## **COURSE REQUIREMENTS**

Prerequisites ensure that each trainee succeeds in comprehending the subject matter offered in the class. A trainee who lacks the required experience may have difficulty with the material and detract from the class. Therefore, if a trainee is unable to maintain the pace of the session, the instructor may request that he/she return to his/her agency/campus.

## **CONSULTATIONS/SPECIAL REQUESTS**

If your agency/campus requires a consultation or has a special training request, contact the Leave Accounting Liaison Unit at (916) 327-0756.

## **COURSE DESCRIPTIONS AND PREREQUISITES**

### **CLAS Initial Training (3 Days)**

**THIS COURSE IS ONLY OFFERED IN SACRAMENTO AT THE STATE CONTROLLER'S OFFICE.**

CLAS Initial Training is a “hands-on” training program that covers the fundamentals of the CLAS and is recommended for all new CLAS users. Trainees will access the CLAS Training Database and, through the use of various exercises, will learn how to access, navigate, and update the CLAS.

#### **Prerequisites**

Must have a minimum of three months personnel/payroll experience and basic knowledge of leave benefit rules and Employment History transactions.

Should you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:SMH:CLAS